

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5000

USAFACFS Regulation
No. 715-1

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Procurement
ACQUISITION INSTRUCTIONS

Further supplementation by subordinate commanders is prohibited, unless specifically
approved by Headquarters, USAFACFS

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*This regulation supersedes USAFACFS Regulation 715-1, 15 October 2001.

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1. PURPOSE AND APPLICABILITY. The purpose of this regulation is to provide instructions for meeting requirements when acquisition support is requested from the Directorate of Contracting (DOC). The instructions apply to organizations/activities supported by DOC, and the procedures prescribed herein apply to activities logistically supported by local acquisition involving appropriated funds.

2. REFERENCES. Required and related publications are listed in appendix A.

3. DEFINITIONS.

a. Administrative Leadtime. Period of time required to award a contract, beginning with date an acceptable contractual requirement is received in the Directorate of Contracting until date of award.

b. Classified Contract. Any contract that requires or will require access to classified information by the contractor or his/her employees in the performance of the contract. A contract may be a classified contract even though the contract document is not classified.

c. Contracting Lead Time. Administrative leadtime, plus delivery/performance time.

d. Contracting Officer. Any person, who by virtue of his/her appointment, has the authority to execute and administer contracts and make determinations and findings with respect thereto.

e. Contracting Officer's Representative. Any person appointed, by a contracting officer, to act as his/her representative in carrying out the responsibilities of contract administration and only within the limits of his/her authority.

f. Emergency Requirement. Requirement deemed to fall within the purview of "Public Exigency" which is compelling and unusual urgency, as when the Government would be seriously injured, financially or otherwise, if the product or service was not obtained by a certain date.

g. Head of Contracting Activity (HCA). The Commanding General, U.S. Army Training and Doctrine Command (TRADOC), Fort Monroe, Virginia.

h. Market Research. Collecting and analyzing information, about capabilities, within the market, to satisfy agency needs.

i. Mission Contractual Support. The authorized contracting, of mission support requirements, other than base support operation requirements.

j. Procurement Acceptance Date. A date established by DOC for receipt of any new or unusual contract requirements.

k. Purchasing Agent. Any person who, by virtue of his/her position, is the representative of the Contracting Officer, acting within the limits of his/her authority, subject to signatory approval.

l. Requiring Activity. Any activity, element, unit, or other agency to whom the Directorate of Contracting, USAFACFS, provides contract support.

4. ACTIVITIES AUTHORIZED TO SUBMIT PURCHASE REQUESTS.

a. Authorized Activities. Activities listed below are authorized to submit Purchase Request and Commitments, as indicated, directly to the Directorate of Contracting.

ACTIVITY	CONSTRUCTION	SUPPLIES	SERVICES
Directorate of Public Works (DPW)	X	X	X
USAG, Fort Chaffee, AR (Caretaker Status)			X
DOL: Management Division			X
Food Service Division			X
Fort Sill Consolidated Property Book Division			X
Logistics Operations Division			X
Supply/Services Division		X	X
Maintenance Division			X
U.S. Army Medical Department Activity (USAMEDDAC) (medical related supplies)		X	X
DCA, DEQ, DRM, DOIM, DPTM, USAFAS, MP/AG, P & S B, IIId ACA, OTC, and Tenant Activities		X	X

b. Submission Requirements. Organizations/activities are authorized to submit Purchase Requests & Commitments (PR&C) through their budget activity (e.g., DCA, DPTM, DOL, etc.) to DOC for local purchase action. The budget activity is responsible for certifying the appropriate OMA/OMAR/consumer appropriation, in the "accounting classification" block of the PR&C and the expiration date of the funds. See appendix B for instructions on preparing PR&C's through PRWeb. Submission of PR&Cs to DOC is restricted to the following:

(1) Customers to the DOL Supply Support Activity (SSA) are authorized to submit requirements for non-centrally managed and nonweapons systems related supplies and equipment items, costing more than \$2,500, directly to DOC in accordance with paragraph 4d., below.

(2) Submit Information Technology (IT) requirements in accordance with paragraph 23a(1) below.

c. Screening of Local Purchase Requests. Requiring activities shall closely screen purchase requests to determine availability of needed items in the installation Authorized Stockage List (ASL) before forwarding requests to DOC for local purchase.

d. DALO message 281933Z Apr 98, subject: Authority to Bypass Supply Management, Army (SMA) authorizes DOL SSA customers to bypass Supply Management, Army (SMA) for noncentrally managed and nonweapon systems related items. Bypass authority includes International Merchants Purchase Card (IMPAC) purchases, local purchase through DOC, and purchases from GSA schedules. Local policy and procedures are outlined in DOL memorandum ATZR-LS, 14 July 1998, subject: Authority to Bypass Supply Management, Army (SMA).

e. Control of Local Purchase Authority. For other than DOL SSA customers, the Supply Support Activity (SSA) is responsible for validating local purchase authority cited on purchase requests submitted to DOC. A check, by the SSA, to see if requested supplies are available in Federal Supply System or if available items listed in supply publication are of satisfactory quality to meet Government requirements, is essential to the acquisition process.

f. Construction Requirements. Activities not authorized to submit construction projects directly to DOC, will forward them, through the Directorate of Public Works (DPW), Fort Sill, prior to submitting to DOC. Upon receipt of DPW approval on construction requirements, you may send funding document (PR&C), drawings, specifications, and bidder's list directly to DOC.

5. STANDARDS OF CONDUCT. Each individual directly or indirectly concerned with any phase of acquisition, or related activities, shall attend an annual ethics briefing, given by the Staff Judge Advocate (SJA) as required by the Joint Ethics Regulation.

6. RELEASE OF ACQUISITION INFORMATION. DoD policy requires we maintain a high level of business security in order to preserve the integrity of the acquisition process. It prohibits Government employees from releasing advance information, on proposed plans, regarding acquisitions that would provide undue, discriminatory, or unfair advantage to one potential contractor over another. It also prohibits the release of information received in confidence, otherwise protected under FAR Part 24, Protection of Privacy and Freedom of Information, or information on the status of reviews or recommendations, and provides for the release of appropriate contracting information only authorized by the Director of Contracting. It is the responsibility of Department of the Army personnel, military and civilian, to refrain from releasing to any individual or business concern, any information concerning proposed acquisitions. Release pertinent information, simultaneously, to potential contractors. Authorization for the release of acquisition information is the vested responsibility of DOC.

7. INFORMAL, UNAUTHORIZED COMMITMENTS.

a. The Directorate of Contracting is responsible for negotiating and discussing terms, with suppliers and contractors, obligating funds, and executing and administering purchase actions.

b. An informal commitment exists when any person, pursuant to written or oral instructions from an officer or official of a military department and relying in good faith, upon the apparent authority of the officer or official to issue such instruction, has arranged to furnish, or has furnished products or services to the military department, or to a defense contractor or subcontractor, without formal contractual coverage for such supplies or services.

c. Government personnel who issue such instructions, without proper

authorizations, are in violation of Federal statutes and could be held pecuniarily liable for their actions.

d. Certain contracting officers may ratify actions initiated or approved by officers or employees of the Department of the Army, who did not have requisite authority, to enter into contracts, on behalf of the Government and which resulted in supplies delivered or services rendered to, and accepted by, the Government. Submit requests for compensation to the Directorate of Contracting. In accordance with the Federal Acquisition Regulation (FAR) 1.602-3, unauthorized commitments are not ratified if--

(1) Made to circumvent or evade procurement statutes and regulations.

(2) There is a genuine doubt concerning a question of law or fact.

(3) The transaction would not otherwise have been valid if made by a properly authorized contracting officer.

(4) The ratification action is determined not to be fair and reasonable, as to price, by the ratifying official.

(5) There are insufficient funds.

e. Authority to formalize unauthorized commitments is set forth in FAR 1.602-3. Exercise authority, after a thorough investigation of the case and where there is sufficient justification for relieving personnel of the obligations they incur. Procedures for processing unauthorized commitments are in appendix C. The information furnished, to include names of individuals involved, is also included in a semiannual report, on ratified unauthorized commitments, submitted by DOC, to higher headquarters.

f. Personnel whose duties may require contact and discussions with suppliers and contractors have no authority, to obligate or commit the Government contractually, and will not authorize contracts or direct changes in work, under contracts which may change the contractual terms thereof or result in claims against the Government. Only contracting officers and their duly authorized representatives, acting within their authority, are authorized to commit the Government with respect to award of contracts. Unauthorized discussions and commitments may place the Department of the Army in the position of not acting in good faith. Unauthorized personnel refrain from making any commitment or promise, to suppliers or contractors, relating to award of contracts. Do not make representation that could be misconstrued as such a commitment.

8. RESPONSIBILITIES.

a. Directorate of Contracting. Directorate of Contracting, USAFACFS, Fort Sill, Oklahoma, will contract only for Base Operations Support requirements, IT requirements, up to the Simplified Acquisition Threshold (SAT) and IT maintenance.

TRADOC Contracting Activity-East, Fort Eustis, VA, will contract for mission requirements and IT requirements exceeding the SAT.

b. Contracting Officer. The Director of Contracting is responsible for the performance of the acquisition mission within the jurisdiction of the Installation Commander, Fort Sill. To fulfill this mission, higher headquarters has delegated contracting officer authority, by Certificate of Appointment, to certain individuals within the Directorate of Contracting. Limitations, of their authority, are specified in the individual's Certificate of Appointment. The authority of contracting officers is as authorized by law, the FAR, Defense FAR Supplement (DFARS), the Army FAR Supplement (AFARS), and acquisition activity instructions. Contracting officers are responsible for--

- (1) Safeguarding the interests of the United States in contractual matters.
- (2) Preparing Invitations for Bids (IFB), Requests for Proposals (RFP), Requests for Quotations (RFQ), maintenance of adequate bid lists, and adequacy of bid circulation.
- (3) Providing assistance to personnel, with a bona-fide need to know, in the development of the Performance Work Statement (PWS) and specifications.
- (4) Determining small business size standards, making determinations regarding set asides, for small businesses, and allowing small business and small disadvantaged business concerns an equal opportunity to participate in Government business.
- (5) Determining reasonability of price.
- (6) Executing and administering contracts.
- (7) Determining facts relating to contracts.
- (8) Monitoring contractor compliance with terms in respective contracts.
- (9) Ensuring legal, technical, and administrative sufficiency of any contract executed.
- (10) Obtaining legal and technical advice and assistance on contractual matters.
- (11) Making necessary determinations and findings, justifications, reports, assigning priority ratings, and awarding contracts.
- (12) Terminating contracts for failure to perform, for cause, or for the convenience of the Government.
- (13) Executing modifications.

- (14) Determining responsive bids and responsible contractors.
 - (15) Advising contractors and potential suppliers of governmental requirements and actions.
 - (16) Obtaining pricing and availability information.
 - (17) Conducting preaward surveys and post-award orientations of contractors.
 - (18) Conducting preconstruction and prebid conferences with potential contractors, subcontractors, activity directors, Safety Officer, Fire Marshal, Provost Marshal, and Preventative Medicine, as appropriate.
 - (19) Making investigations and decisions on disputes, complaints, and claims filed, by the contractor, against the Government, and preparing findings of fact and reports for appeals.
 - (20) Reporting acquisition matters to higher headquarters as required.
 - (21) Initiating follow-up action with vendors. DOC will not perform follow-up on orders that are over 90 days past due unless the supporting supply activity has performed a research to determine that delivery has not been made.
 - (22) Conducting negotiations.
 - (23) Forwarding invoices to Defense Finance and Accounting Service (DFAS) for payment.
- c. The Staff Judge Advocate is responsible for--
- (1) Providing legal advice and assistance, to the contracting officer, on contractual matters.
 - (2) Reviewing and concurring, in written determinations and findings, which relate to contracts and modifications, in amounts of \$100,000 or more and determinations and findings, for other than full and open competition acquisitions, in excess of \$100,000.
 - (3) Determining the legal sufficiency of Requests for Proposals and Invitations for Bids, that will result in contracts of \$100,000 or more.
 - (4) Determining the legal sufficiency of Requests for Proposals and Invitations for Bids, that will result in contracts less than \$100,000 to the extent consistent with the availability of legal counsel.
 - (5) Serving as a member of the Solicitation Review Board or Contract Review Board.

(6) Serving as a member of a negotiation team.

(7) Serving as advisor to any source selection evaluation board.

(8) Managing the oversight, and operation of the procurement fraud program and the decision-making authority, on how to handle a procurement fraud case, at the installation level.

(a) Training in procurement fraud is mandatory for all organizational elements involved in procurement activities, as required by DA regulations.

(b) SJA is the Procurement Fraud Advisors responsible for the oversight and training.

d. Supporting Supply Activity or activity requesting the local purchase is responsible for--

(1) Determining the items of supply authorized for local purchase. The quantities required must be realistic and, in the case of recurring requirements, based on actual known previous year's requirements. Submit recurring requirements with updated specifications.

(2) Determining the local purchase authority and citing source or sources in the purchase request.

(3) Furnishing the contracting officer with written justification, to support a waiver, for the use of a Federal Supply Schedule when--

(a) Similar items are available from GSA Supply Catalogs or Federal Supply Schedules, but will not serve the purpose.

(b) Required delivery time cannot be met.

(4) Preparing an automated purchase request for local purchase items, ensuring that--

(a) Information is submitted through PRWeb. Forward the [PR&C to DOC](#). |

(b) Local purchase authority is cited.

(c) Any required waivers and supporting data is attached. Include, any requirements for information technology, required by DOIM. DOC will return purchase requests received without supporting data.

(d) Requests for acquisition or lease of office copiers is accompanied by approval

and lease versus purchase analysis, performed by the respective DOIM, in accordance with AR 25-30. If the administrative approval lists several copiers as meeting the requirement, the contracting officer will purchase/lease the copier most advantageous to the Government, price and other factors considered, within the category of office copiers approved. If the administrative approval lists only one copier as meeting the requirement, the request must fully support the sole source posture.

(e) A realistic delivery date, cited as a specific calendar date, is included. Do not use a priority designator alone for this purpose. The contracting officer may issue contractual documents that provide for delivery up to 30 days beyond the specified delivery date unless the purchase request specifically limits such action.

(f) A valid place for delivery is included showing name of organization, building number/room number, street address, city, state, zip code, and name of point of contact and telephone number at delivery site. Include position title of person responsible for completing the receiving report. Ensure this person receives a copy of the contract.

(g) DD Form 254 (if required) is completed and enclosed with the purchase request (see figure 1).

(h) Coordination of security requirements was made with DPTM Security Division prior to submission to DOC. DPTM Security Division must review the proposed DD Form 254, as part of the coordination process. Bring security requirements to the attention of the contracting officer.

(i) The purchase description is complete and accurate. List a complete Federal item identification. The Federal item identification is in Federal supply catalogs. This description must include the National Stock Number (NSN), Federal item name, Federal and military specifications, if applicable, and additional descriptive data to portray the essential characteristics of the item. Include the end item's manufacturer name, make and model, when ordering repair or replacement parts.

(j) An available source of supply is furnished to the maximum extent possible. Whenever the commercial source is not known, the manufacturer's name, and address or the brand name will suffice.

(k) Funds are available and a complete fund cite and amount are included. Contracting officers may obligate an amount not to exceed 10 percent or \$100.00, whichever is less, in excess of the Supply Management Army (SMA) funds stated in DPW requirements. The contracting officer may obligate SMA funds not to exceed \$250 or 20%, whichever is less, per line item, for U.S. Army MEDDAC supply requirements. Contracting officers may obligate DOL Operation and Maintenance, Army (OMA) funds up to \$200.00 in excess of the amount in the purchase request. You may obligate OMA funded requirements from all other activities, except DPW and MEDDAC, by an amount not to exceed 10 percent or \$100.00, whichever is less.

(l) Appropriate signatures are in the purchase request, to include the certifying officer's signature. Ensure the same individual does not sign as initiating and approving official.

(m) The following statement is in the purchase request when requesting any resultant contract for chemicals, products containing chemicals, or mixtures of chemicals: "Two copies of Material Safety Data Sheets, OSHA Form 20 or equivalent, are required to accompany the shipment of each chemical product or mixture of chemicals listed." Using activity retains one copy and furnishes one copy to MEDDAC Preventative Medicine Activity

(5) Assisting in the administration of the contract. Activities do not submit a requirement to DOC for which technical assistance is not available.

(6) Inspecting, receiving, and certifying receipt of supplies and services in a timely manner, to preclude the loss of any prompt payment discounts, offered by the contractor. Forward three copies of the receiving report for service contracts to DOC. Furnish receiving reports for supply contracts directly to Defense Finance and Accounting Service (DFAS), Lawton-Fort Sill Operating Location, with one copy to DOC, unless otherwise specified in the contract. DOL SSA customers will process receiving reports for supply contracts in accordance with procedures in DOL Memorandum ATZR-LS, 14 July 1998, subject: Authority to Bypass Supply Management, Army (SMA).

(7) Preparing and distributing receiving reports on, both purchase orders and contracts, in accordance with the Prompt Payment Act and DFAS-IN Reg 37-1 and DOL Memorandum ATZR-LS, 14 July 1998, subject: Authority to Bypass Supply Management, Army (SMA). Delivery tickets, against a blanket purchase agreement, used in lieu of a receiving report, will contain the information outlined in the blanket purchase agreement.

(8) Providing factual data in support of any contractual action, as required by the contracting officer, to include documentation supporting rationale, for inclusion of options, in service contracts and documentation supporting the determination, that exercise of an option is/is not in the Government's best interest. The activity will justify in writing the use of options (e.g., substantial start-up or phase-in costs, continuity of operations, anticipated need for similar service, beyond the first contract period, etc.) IAW FAR, DFARS, and AFARS 17.2.

(9) Notifying the contracting officer of nonreceipt of supplies and services for contracts and, within 30 calendar days after expiration of delivery due date, on purchase orders and delivery orders.

(10) Providing technical advice and assistance, as required.

(11) Serving as a member of the Solicitation Review Board and Contract Review Board, as requested.

(12) Obtaining a formal review by Preventive Medicine, of specifications or work statements, having environmental health or occupational health impact, and attach evidence of the review to [PR&C](#). If consideration of environmental health or occupational health is not necessary, the project manager will sign a statement to that effect and included with the [PR&C](#). Policy and procedure is set forth in appendix D.

(13) Reviewing existing commercial activities contracts IAW USAFACFS Reg 5-1.

e. Veterinarian. The Veterinarian is responsible for inspecting subsistence items delivered.

f. Defense Finance and Accounting Service (DFAS). DFAS is responsible for--

(1) Timely payment of accounts, after receipt of required documentation at DFAS.

(2) Notifying the Contracting Officer of nonreceipt of invoices.

g. Requesting Activity. The requesting activity will coordinate with DRM to obtain in-house cost analysis and review of any proposed commercial activity contract, modification or option. Submit a proposed contract modification to DRM for review and cost analysis, at the same you submit to DOC. The requesting activity will also furnish DOC, an Independent Government Estimate (IGE) when submitting [PR&C](#). Before submitting a purchase request for services to DOC, requesting activities will ensure applicable responsibilities, outlined in paragraph 8d. of this regulation are accomplished.

9. DELEGATION OF AUTHORITY.

a. Contracting Officer's Representative (COR). Requesting activities anticipating a need for a COR will nominate a qualified individual and submit the statement of qualifications with the contractual requirement. Qualifications include successful completion of the Army Logistics Management College (ALMC) COR course or possess equivalent training. Other factors to consider when nominating a candidate are--

(1) Knowledge of the Government's contract process.

(2) Familiarity with pertinent contractual topics (e.g., changes and nonexcusable delays in contract performance).

(3) Previous on-the-job training or experience as a COR.

(4) Ability to analyze, interpret, and evaluate the factors involved in contract administration.

(5) Ability to exercise mature judgment.

(6) Evidence of high standards of character and ethics.

(7) Knowledge of the product or service under contract.

b. Authority and limitations.

(1) A COR will be responsible for knowing the limitations of his/her appointment and the general responsibilities in--

(a) Joint Ethics Regulation (JER) 5500.7-R.

(b) FAR.

(c) Defense FAR Supplement.

(d) Army FAR Supplement.

(e) TRADOC Regulation 715-3 (TAI).

(2) In addition to the responsibilities identified in b(1) above, the COR will--

(a) Review each contract upon assignment.

(b) Review and become familiar with the contractor's progress schedule.

(c) At the end of each contract period and upon completion of the contract, prepare a contractor's performance evaluation report. This evaluation must be complete, accurate, and factual. The contract file must support any derogatory statement made on the contractor's performance evaluation. Exercise care, in preparation of this evaluation, since it will be used in making contractor responsibility determinations.

(d) Personally sign any correspondence to contractor or to the individual who appointed him/her.

(e) Provide the appointing contracting officer, a complete file of all COR transactions, upon completion of the contract.

c. Ordering Officers. The Director of Contracting is delegated the authority to select and appoint ordering officers, when it is determined that such appointments will best serve the needs of the Government, in a particular situation. The Director of Contracting will appoint ordering officers in writing. The letter of appointment will contain the specific authorities, limitations, and duties applicable to the particular appointment. Ordering officers are directly responsible to the Director of Contracting. The appointing authority may rescind appointments, at any time, by written notice. DOC will conduct inspections of ordering officer activities in compliance with acquisition regulations. Ordering officers have no authority, under their appointment, to sign

receipts for items purchased. Activities will not decentralize the acquisition function by the indiscriminate appointment of ordering officers. Ordering officers will follow the instructions in appendix E when using Standard Form 44.

d. Quality Assurance Evaluators (QAE). The functional activity will appoint a qualified person to serve as QAE on a respective contract and will submit the name and position title to the contracting officer.

10. ADVANCE ACQUISITION PLANNING.

a. Advance acquisition planning, to facilitate timely and competitive acquisition, is a command responsibility. Requiring activities will submit purchase requests sufficiently in advance of the required delivery date, in order to provide the contracting officer adequate time to develop a solicitation, which will express the Government's requirements. Prepare solicitations concisely, and consistent in language, and with sufficient time to permit thorough evaluation of resulting responses.

b. Before submitting a contractual requirement, the requesting activity will coordinate any new or unusual requirement with the Director of Contracting. Submit a brief description of the item or service, accompanied by the estimated cost, and request a procurement acceptance date, to facilitate meeting the acquisition leadtime set forth in appendix F.

(1) Discuss acquisition leadtime with requesting activities, during the acquisition planning stage. Due to varied administrative requirements of each contractual action, the use of a standard acquisition leadtime is not feasible.

(2) In the submission of proposed contractual requirements, the indicated acquisition leadtime in appendix F should be used, as a guide in scheduling the acquisition.

(3) To further the refinement of the contractual package, provide the requesting activity, for information and review, one copy of the solicitation concurrent with distribution to prospective offerors. Immediately report any errors or omissions noted to the contracting officer for correction, within 5 workdays after the issue date.

c. Provide sufficient bidding time on solicitations, consistent with the needs of the Government, to allow bidders an adequate opportunity to prepare and submit their bids.

d. You can contract annual contracts for maintenance of tools and facilities (e.g., custodial, refuse collection, grass cutting, building and grounds maintenance, security, and fire protection) to cover any 12-month period without regard to fiscal year. You may obligate funds, for the total amount of the contract period, chargeable to the appropriation current, at the time performance is to begin or funded with current and succeeding fiscal year OMA funds. You may fund service contracts authorized by statute to cross fiscal years on a fiscal year basis, provided the requesting activity

furnishes a statement that the services are severable in nature. Submit requirements for these contracts to the Directorate of Contracting in accordance with appendix G of this regulation.

e. Annual requirements for operation, maintenance and continuing services (such as rentals, utilities, and dining facility services) which are funded by annual appropriations, are necessary for normal operations, are required promptly at the beginning of a new fiscal year, and for which Congress consistently appropriates funds, shall arrive in the Directorate of Contracting no later than the due date specified in appendix G of this regulation.

f. Annual requirements, for which you cannot determine precise quantities in advance, must arrive in the Directorate of Contracting at least 90 days prior to the beginning of the desired contract period. DOC will not process requirements contracts during the 4th quarter of the fiscal year; therefore, submit requirements before the month of April in order to be awarded in the 4th quarter.

g. You may submit the above types of recurring requirements earlier than the specified times. However, should the requirement not arrive at Directorate of Contracting by the date shown in appendix G, submit a memorandum explaining reasons for the late submission, through the Chief of Staff, stating the measures taken to prevent any future occurrence.

h. Requirements for service contracts must include wage rates from the Department of Labor. Provide the following information, with the purchase request, in order to obtain current wage rates via an on-line DoD-wide subscription service on the Internet.

(1) A brief description of the services to be performed.

(2) Class and number of service employees estimated to perform requirements, with a brief job description of each class (e.g., "Custodian -- 2 each," "Laborer -- 6 each," "Truck Driver, Semi, -- 1 each").

i. Appendix F lists the acquisition leadtime standards.

j. Requirements for rentals of office machines and requirements for maintenance agreements must be in Directorate of Contracting, no later than 90 days prior to the end of the fiscal year. The Director of Contracting must approve requirements submitted after 1 August.

k. The approach of the end of the fiscal year requires activities to be particularly aware of the following cutoffs.

(1) Forward service requirements, in excess of \$100,000, to DOC no later than 1 June.

(2) Forward requirements, using sealed bidding procedures, to DOC no later than 1 June.

(3) Submit supply requirements through the end of September. DOC will process these requirements as time permits. The possibility exists for DOC to issue/cost purchase requests submitted after 1 September after 1 October, due to the year-end workload in DOC.

(4) The Director of Contracting must approve emergency requirements requiring action after the deadlines mentioned above.

11. PERFORMANCE WORK STATEMENTS, SPECIFICATIONS, PLANS, AND DRAWINGS.

a. Requiring activities are responsible for stating requirements, with respect to an acquisition of supplies or services, in terms of functions to be performed, performance required, or essential physical characteristics. Define requirements in terms that enable and encourage offerors to supply commercial items, or if commercial items are not available, nondevelopmental items. Type performance work statements, for service requirements and specifications for supply items suitable for printing, in original and two copies. Forward a 3.5" disk containing the work statement or specifications, in the format specified by DOC, with the requirement. Type specifications for construction requirements and furnish quantity required for the acquisition. These descriptions will include the Federal supply code and Federal and military specifications, if applicable. When Federal or military specifications are cited, amendments or revisions thereof, applicable to the acquisition, should be identified and include the dates thereof. Furnish clear and legible drawings and data in sufficient quantities. DOC will return purchase requests, for correction, that contain items not properly described and identified. Activities are encouraged to review catalogs and descriptive literature available in DOC to help describe commercial item requirements.

b. Many Federal and military specifications cover several grades or types, and provide for several options. When such specifications are used, state the grade or types desired in the purchase description. Include the National Stock Number, item name, and sufficient additional descriptive data to establish the essential characteristics and provide the unique character and composition of the item.

c. Requiring activities will ensure that--

(1) Drawings are consistent with the specifications.

(2) Specifications and standards incorporated by reference, are kept to a minimum, and references to specifications and standards without significance are omitted.

(3) Special provisions and specifications do not include subject matter addressed, or in conflict with, prescribed by FAR, DFARS, and AFARS clauses.

(4) Unsupported restrictive specifications or performance work statement standards are not used.

(5) Requirements described in the solicitation are complete and not ambiguous.

(6) Only the minimum needs of the Government are requested.

(7) An Independent Government Estimate (IGE), with the purchase request, is prepared and submitted to DOC. Prepare the IGE, including the value, in as much detail as if the Government were competing for the contract. Once prepared, the estimate serves as a basis for evaluating the reasonableness of bids or offers. Include with the Government estimate, a statement, by the preparing official, describing the basis used for developing the estimate and its reliability. Designate government estimate with "FOR OFFICIAL USE ONLY."

(8) Prepare a performance work statement, in accordance with the guidance in OFPP Pamphlet Number 4 or FAR Part 12 and submit one for each service contract requirement. The required format is in appendix H.

(9) Conduct market research prior to submitting the requirement to DOC. Market research involves obtaining information specific to the item being acquired and includes facts summarized in appendix I. Forward results, of the market research, to DOC, along with the purchase request.

d. Use of brand name or equal as the minimum acceptable purchase description requires submittal of the following.

(1) The description will identify the salient characteristics of the referenced brand(s) essential to meet the minimum needs of the Government. These will include, but are not limited to, the model, make, or catalog number for each brand name product referenced, and the identity of the commercial catalog, in which it appears; the name and address of the manufacturer, producer, or distributor of each brand name product referenced.

(2) Furnish information concerning efforts made to identify additional acceptable brands, when only one brand name is cited.

(3) A statement that the requesting activity can provide technical assistance to the contracting officer, to determine whether items offered are equal to the referenced brand(s).

e. Construction, in this regulation means construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. The purchase request for construction-type work, estimated to exceed \$2,000 will include--

(1) Specifications, plans, and drawings, if any, in sufficient copies to make distribution with the solicitation.

(2) Name, position title, and qualifications of any individual recommended to be appointed as QAE.

(3) A Government estimate if the anticipated cost is \$100,000 or more. Prepare a detailed IGE of construction cost from the plans and specifications for each proposed contract; and modification thereto anticipated to cost \$100,000 or more. The Contracting Officer may require the preparation of a detailed IGE when the anticipated cost is less than \$100,000. Designate the Government estimate as "FOR OFFICIAL USE ONLY." Remove this designation after bids have been read and recorded.

(4) Normally process construction requirements over \$2,000 electronically or use sealed bidding procedures. Response time, when using sealed bidding procedures, is a minimum of 30 days; response time for electronic construction procurements is a minimum of 10 days. Requirements reserved with the Small Business Administration may allow a longer response time.

12. CHANGE ORDERS AND SUPPLEMENTAL AGREEMENTS. In the event it becomes necessary to make a change in a contract, the requiring activity will prepare specifications, an itemized cost estimate of the work involved, any recommended time extension, beyond the contract period, and forward to the contracting officer. The contracting officer will determine whether the proposed change is within the scope of the contract, or whether the work will be accomplished by issuance of a new contract. Advise the requiring activity if a new contract is required. If the proposed work can be properly accomplished, by a supplemental agreement, the contracting officer will advise the contractor of the additional requirements and request a proposal be furnished. If a change results in an increase to the contract price, submit additional funds, on a memorandum, signed by a fund certifying official in the requiring activity.

13. SOLE SOURCE ACQUISITIONS. Sole source acquisitions require complete justification. Activities initiating requirements for sole source acquisitions must include a complete justification, and information stating actions taken to preclude future noncompetitive acquisitions. Because SJA requires review and approval of requirements, at a level above the contracting officer, submit contemplated sole source acquisitions to DOC with a 30 calendar day leadtime, in addition to any other established submission time frames. The justification must include the following.

- a. The installation or activity requesting the sole source procurement.
- b. A description of the supply or service.
- c. Estimated quantities or level of effort.
- d. When delivery is required or period of performance.

- e. Name and address of sole source company.
- f. Specific and detailed justification why supplies/service can only be procured from only one source.
- g. If the supply/service has been previously procured and from whom.
- h. Impact if approval is not granted.
- i. Specify actions taken, allowing for competitive followon procurements.
- j. Certification, by customer, to factual accuracy of information provided.

14. INTERDEPARTMENTAL AND COORDINATED ACQUISITION.

a. The interdepartmental and coordinated acquisition program consists of: purchases against Federal supply contracts issued by GSA; services for repair and refinishing from GSA sources; acquisitions made through the Federal Supply Service Consolidated Purchasing Program, of centrally managed items, covered by interagency assignment to GSA; acquisition from schedule of products, made in Federal penal and corrections institutions; the Schedule of Blind-Made Products; acquisition of printing and related supplies; and acquisition of services from the National Industries for the Severely Handicapped.

b. The GSA's Supply Catalog is the primary source for those items stocked.

c. Normally, govern selection of supplies, from a Federal Supply Schedule offering multiple award provisions, by selecting the offer affording the government the best value. A customer may request purchase of a particular make, model, or brand name item, by providing the contracting officer with a written justification, supporting the selection of such items.

d. GSA also conducts the National Buy Program and is mandatory for centrally managed items, covered by DLA-GSA interagency purchase assignments. Include a waiver, from the appropriate DLA-GSA agency, with purchase requests submitted to DOC for an otherwise centrally managed item.

e. Purchase supplies listed by the Federal Prison Industries, Inc., from the Federal Prison, in accordance with established policies and procedures, or obtain clearance for purchase from another source. Purchase services identified by the National Industries for the Severely Handicapped as available through their agency from the National Industries for the Severely Handicapped, in accordance with established policies and procedures, or obtain clearance for purchase from another source.

f. Purchase items listed in the Schedule of Blind-Made Products from the National

Industries for the Blind. Exceptions are items listed in both the Federal Prison Catalog and the Blind-Made Products Schedule; purchase these items from the Federal Prison Industries.

15. ITEMS OF FOREIGN ORIGIN. Acquisitions involving items of foreign origin require approval and a signed determination of nonavailability, relative to the Buy American Act. Requests must include, as a minimum, the following information.

- a. A complete description of the item, including unit of issue, quantity, and intended use.
- b. The actual or estimated cost, including transportation to destination, and any applicable duty.
- c. The country of origin.
- d. The name and address of the proposed contractor.
- e. A statement of facts clearly establishing the nonavailability of domestic source end products, together with a listing of performance requirements. Include characteristics of the foreign end product not available in a domestic source end product and essential to the government.
- f. A statement giving reasons why the requirements cannot be foregone, the impact upon the military operation should the foreign end products not be purchased, and whether the purchase is for a one-time or recurring requirement.

16. EMERGENCY ACQUISITION AFTER DUTY HOURS. In the event of an emergency requirement necessitating acquisition of supplies or services from a commercial source, contact the Director of Contracting, or his/her designated representative, prior to initiating any action that would financially obligate the Government. This policy applies to supply and service requirements that would normally be sent to DOC for action. This procedure is required to prevent unauthorized after-the-fact acquisitions. After duty hours, you can contact acquisition personnel via the USAFACFS Field-Officer-of-the-Day.

17. UNAUTHORIZED ACQUISITION ACTIONS. Military and civilian personnel associated with development of requirements that may require acquisition support, are cautioned not to contact prospective suppliers for any purpose unless authorized to do so by the contracting officer. This caution applies to obtaining availability and pricing information, prior to submission of a purchase request, and when accepting services or supplies, before a valid contract has been executed. In addition, where unauthorized actions are taken in advance of fund availability or where a supplier is encouraged or permitted to work in the absence of funds, a violation of Revised Statutes Section 3679 (AR 37-20, AR 37-21) may result and subject the violator to criminal penalties.

18. ROUTINE HAND CARRIED PURCHASE REQUESTS. Process purchase requests according to the required delivery date and the date received at DOC. DOC will not honor hand carried purchase requests requiring immediate action unless approved by the chief of the requesting activity and the Director of Contracting.

19. ADMINISTRATION OF SERVICE CONTRACTS. Government personnel responsible for the administration of service contracts will ensure that--

- a. Government personnel do not assign work to, or prepare work schedules for, contractor employees during performance of the contract. This does not preclude Government representatives from scheduling tasks identified in the contract.
- b. Government personnel do not supervise or give the appearance of supervising the work of contract employees; either directly or indirectly. The authorized line of communication for contract enforcement is from the authorized Government representative to the contractor's designated administrator or project manager.
- c. Government personnel do not specify assignment of contractor employees, by name, to the tasks, when the contract provides for performance of more than one task.
- d. Government personnel are not used interchangeably to perform the same functions. This does not preclude training of Government personnel in contractor-operated facilities for intermittent periods.
- e. Contractor employees are not integrated into the Government's organizational structure or placed in a position of providing supervision to Government employees.
- f. Contractor employees are not placed in positions that require or permit the contract employees to exercise discretion on behalf of the Government.

20. UNSOLICITED PROPOSALS. Activities will refrain from soliciting proposals from industry in any manner that might give one company an advantage over another or from releasing information that could be construed as an invitation to submit a proposal, covering subject matter in which a company thinks the Government might be interested. The Government encourages prospective contractors to disclose ideas they have originated or developed. Due to the sensitivity of the data in an unsolicited proposal, any such proposal received by Government personnel, will be sent immediately to the Director of Contracting.

21. VENDOR DEMONSTRATIONS, ON-SITE DEMONSTRATIONS, AND BRIEFINGS. The interchange of technical information between contractors and Government personnel is facilitated by demonstrations, on-site demonstrations, and briefings. Government personnel are able to update their knowledge, become familiar with the latest "state of the art" in technology, goods, and services, and gauge industry's ability to meet Government needs. Prior to any presentation, briefing, demonstration, product display or "free" vendor service, the requiring activity shall complete a Vendor

Demonstration/Product Display/Agreement no later than 10 working days prior to the demonstration, product display, or performance of the vendor service and forward it to DOC. A sample Vendor Demonstration/Product Display/Agreement is provided at appendix K.

22. NONAPPROPRIATED FUND SUPPORT. DOC provides contracting support on nonappropriated fund procurement actions, exceeding the dollar limitations of the nonappropriated fund contracting officer. Additional information pertinent to nonappropriated fund procurements is in appendix L.

23. ACQUISITION OF INFORMATION TECHNOLOGY (IT) EQUIPMENT (IT AND SUPPORTING SOFTWARE, MAINTENANCE AND SERVICES, OFFICE AUTOMATION) AND ADMINISTRATION SYSTEMS.

a. Submission of Purchase Request and Commitment.

(1) Send information system, information system equipment, or information service acquisition packages to DOIM for authentication and forwarding to the appropriate acquisition office. TRADOC Pamphlet 25-72, chapter 4 contains acquisition package documentation requirements. Obtain approvals, required by AR 25-1, prior to contracting for IT resources and retain them in the contract file.

(2) The local DOC will retain and procure requirements valued at \$100K or less.

(3) Coordinate items, to be acquired by tenant organizations, with the host installation DOIM.

b. Availability of Funds. Each purchase request submitted will include local purchase authority, accounting and appropriation data, adequate funds properly certified, and expiration date of funds. DOC will hold award until sufficient funds are made available should the funds, certified on the purchase request, be inadequate. Use OPA funds to purchase only those components with a unit cost of \$15K or more.

c. Specify information technology. Activities needing information technology, that will be used to perform date/time processing, involving dates after 31 December 1999, will specify that--

(1) Information technology is Year 2000 compliant.

(2) Noncompliant information technology be upgraded to be Year 2000 compliant prior to the earlier of--

(a) The earliest date on which the information technology may be required to perform date/time processing involving dates later than 31 December 1999, or

(b) 31 December 1999.

d. Describe compliance of existing information technology. Identify whether the existing information technology is Year 2000 compliant, when used with the information technology, to be acquired.

24. PURCHASE CARD PROGRAM. The Government's commercial purchase card program is outlined in appendix M. DOC has responsibility for implementation and administration of the program, at the installation level. Purchase of IT with the purchase card is authorized in accordance with DOIM's policies and procedures.

25. LIMITATION OF FEES FOR GUEST SPEAKERS, LECTURERS, AND PANELISTS. Obtain Vice Chief of Staff, Army, approval of fees to be paid to guest speakers, lecturers, and panelists estimated to exceed \$500, before submitting the purchase request to DOC for contractual action. Forward requests for approval of fees expected to exceed \$500, through the installation commander and through the PARC, to the TRADOC Commander for review and endorsement. The request will include the event, name of proposed individual, date, amount of fee, and complete justification. Submit request 30-60 days prior to the event to allow adequate leadtime. Obtain appropriate approvals prior to routing the request to DOC

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION (The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)	
a. PRIME CONTRACT NUMBER X DABT39-98-C-3021		b. SUBCONTRACT NUMBER		a. ORIGINAL (Complete date in all cases) DATE (YYMMDD) 980930	
c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYMMDD)		b. REVISED (Supersedes all previous specs) Revision No. DATE (YYMMDD)	
				c. FINAL (Complete item 3 in all cases) DATE (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.					
5. THIS A FINAL DD FORM 254? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If yes, complete the following: In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT The provision of services identified in the contract and as stated in the performance work statement.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:					
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
e. INTELLIGENCE INFORMATION:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	
(2) Non-SCI		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
g. NATO INFORMATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
k. OTHER (Specify)				l. OTHER (Specify)	

DD Form 254, DEC 90

Previous editions are obsolete.

USAPPC V2.00

Figure 1. DD Form 254

APPENDIX A

REFERENCES

A-1. REQUIRED PUBLICATIONS.

- a. Federal Acquisition Regulation (FAR).
- b. Federal Acquisition Circulars (FAC).
- c. Defense FAR Supplement (DFARS).
- d. Defense Acquisition Circulars (DAC).
- e. Army FAR Supplement (AFARS).
- f. TRADOC Pamphlet 25-72.
- g. TRADOC Reg 715-3 (TAI).
- h. USAFACFS Reg 725-1.

A-2. RELATED PUBLICATIONS.

- a. 29 CFR, Part 1910, Occupational Safety and Health Standards.
- b. Federal Property Management Regulations.
- c. Acquisition Information Circulars (DA Circulars 715-2 Series).
- d. AR 40-5, Health & Environment.
- e. DoD 5500.7-R, The Joint Ethics Regulations.
- f. Acquisition Letters.
- g. HSC Pam 40-3, Environmental Health Program.

APPENDIX B

INSTRUCTIONS FOR USE OF PRWeb FOR PURCHASE REQUEST & COMMITMENT (PR&C)

For submission to DIRECTORATE OF CONTRACTING.

B-1. These instructions are for completing PRWeb's purchase request form before submitting to the Directorate of Contracting (DOC). Classes are available for formal instruction. Individuals submitting PR&C's and all approving officials must be registered in PRWeb. Submit Fort Sill Form 640 to DOC, prior to personnel being approved in PRWeb. Contact the PRWeb Help Desk for more information. Ensure numbered field names listed, correspond to field names, on sample windows, figures B-1 through B-9.

a. Item (1). **Description.** Enter descriptive reference of this request (plain text used to identify different requests within the system) (up to 60 characters).

b. Item (2). **Purchase Request number.** All requisitions must have a six digit DODAAC followed by the Julian date and four digit request number (e.g., **W33DLA – 1181 – 0001**). Document number **must** have a "-" between the DODAAC and Julian Date and between the Julian date and log number.

c. Item (3). **Defense Priority Allocation System rating.** (30 characters). Used only for mobilization/contingency requests in accordance with FAR 11.6. Normally left blank.

d. Item (4). **Priority.** Enter request milstrip priority (numeric value 1 – 15).

e. Item (5). **Requesting office.** Select the office that is submitting the request. Defaults to creators Requesting office defined in Creator's user account.

f. Item (6). **Issuing Office.** Select the office that is responsible for the awarding of the request.

g. Item (7). **Suggested Vendor.** If known, you should always add this to give contracting personnel a starting point. If the vendor is not in the system, add this information to include complete address and phone number to block 9.

h. Item (8). **Type of Action.** Select the type of request being submitted. If type is FSS/GSA, enter suggested vendor and contract number with the request.

i. Item (9). **Comments.** Enter in any additional information that will help DOC understand why they should be approve the request. (Holds up to 255 characters).

j. Item (10). **Contracts TAB.** Do not use if you do not have a contract number. You can add this data in the comments field.

- k. Item (11). If applicable, select whether request is a **Delivery Order** or a **Modification** to a contract.
- l. Item (12). **Contract Number**. You must enter this for FSS/GSA contracts. Enter Suggested Vendor from Item 8.
- m. Item (13). **Suggested Preference Program**. Should set to "No preference". Allows contract agent to select best available program.
- n. Item (14). **ADD'L Data TAB**. Select to enter additional data for the request.
- o. Item (15). **Alternate POC**. List additional personnel to contact if creator not available for questioning.
- p. Item (16). **Security Clearance Required**. Select type of clearance for request.

B-2. Entering a line item.

- a. Item (17). **Line Item Tab**. Select Line Item tab to enter line item information.
- b. Item (18). **Total Funding**. This is computed by PRWeb.
- c. Item (19). **Contract Level Funding**. **NOT** Used.
- d. Item (20). **Display Window**. Allows review of line items and sub-line item.
- e. Item (21). **Line Item menu, New, CLIN**. Select Line item menu, New, CLIN to enter line items.
- f. Item (22). **Number**. Computer generated. If entering a PR against an existing contract, use the CLIN's from that contract.
- g. Item (23). **Description**. Text field describing this item. Up to 65 characters.
- h. Items (24 – 26). **Must enter one**. (24) Delivery date, (25) ADC or (26) period of performance.
- i. Item (27). **CLIN type**. Select type of CLIN. Informational CLINs can have Sub-CLINs. Priced CLINs can NOT have Sub-CLINs. To process electronically from PD2 to DFAS, all CLINs must have a funding strip. This includes informational and option year CLINS.
- j. Item (28). **Extended Description**. More detailed description of line item. Up to 255 characters. Put complete description, including part/model #, manufacture, size, color, and receiving report POC name & phone number.

k. Item (29). **Item Calculation.** Priced CLINs only. Enter number of items requested and estimated unit cost.

l. Item (30). **Period.** Select if CLIN is Option or Base. Enter number of days in Opt # of period duration. If you are entering a PR to exercise an option to a contract, chose base. PD2 will not obligate funds otherwise.

m. Item (31). **Milstrip.** Leave blank. This is the same as your purchase request number.

n. Item (32). **Unit of Issue.** Select appropriate unit of issue for item. (If unit of issue is not in drop down menu, contact PRWeb help desk @ 442-6769)

o. Item (33). **Description Tab.** Select tab. Allows for specify details pertaining to line item. These items should be added to the extended description in block 28.

p. Item (34). **Manufacturer.** Select manufacturer for line item.

q. Items (a - o). **Information.** Enter appropriate information if available.

Item (a). **Manufacturer Part Number.** Up to 40 characters.

Item (b). **Vendor Number.** Up to 40 characters.

Item (c). **Prod./Cat Number.** Up to 25 characters

Item (d). **Drawing Number.** Up to 25 characters.

Item (e). **Spec. Number.** Up to 15 characters.

Item (f). **Serial Number.** Up to 15 characters.

Item (g). **Piece Number.** Up to 10 characters.

Item (h). **Model Number.** Up to ten characters.

Item (i). **Color.** Up to 15 characters.

Item (j). **Size.** Up to 30 characters.

Item (k). **SMIC.** Special Material Identification Code. Two characters.

Item (l). **NSN.** National Stock Number. Up to 20 characters.

Item (m). **Project.** Enter project number/description of requirement. Up to 10

characters.

Item (n). **FSC**. Federal Supply Classification code. Select from drop down list box. (If FSC is not in drop down menu, contact PRWeb help desk @ 442-6769)

Item (o). **SIC**. Standard Industrial Classification. Select from drop down list box. (If SIC is not in drop down menu, contact PRWeb help desk @ 442-6769)

B-3 Enter a Funding strip. Used for priced CLINs and Sub-CLINS. Determine whether a new funding strip or an existing funding strip is to be used. If new funding strip is used follow procedures a - f. Follow procedures a, g – m when using an existing funding strip.

- a. Item (35). Select Funding TAB.
- b. Item (36). Select Funding menu, New.
- c. Item (37). Select New button.
- d. Item (38). Select correct Funding Template.
- e. Enter in funding strip information. Fill in each field completely.
- f. Item (39). Select Ok update line item data.
- g. Item (36). Select Funding Menu, New.
- h. Item (40). Select Manage.
- i. Item (41). Enter Search criteria in upper case. (PRWeb is case sensitive)
- j. Item (42). Select Search by type.
- k. Item (43). Press Search Button.
- l. Item (44). Select funding strip to use, by highlighting desired strip.

NOTE: Funding strips must be unique for each purchase request. If you are using the strip in the same Purchase Request, press Select, and proceed to step m. If you have used the strip in another Request, press Copy. Make proper corrections to Document Reference number, then press OK.

m. Item (45). Select **SHIPPING** tab. Select the destination address for End Point of Item.

n. Item (46). Select Shipper's Outbound requirement. The Ship to address goes

here. If the address is not found in PD2, contact help desk at 442-6769.

- o. Item (47). Enter any additional marking needed on package.

(**NOTE: DO NOT** enter carriage returns in this block)

- p. Item (48). Enter Shipping Charge point. Vendor determines this. Leave blank.

q. Item (49). Enter Hazardous Material Marking. **NOTE: Hazardous Material requires additional clearance and coordination prior to shipping.**

r. Item (50). Select Mode of Shipping for item. The vendor normally selects the shipping mode, unless it is a priority. Then authorize air freight in the comments field.

- s. Item (51). Select FILE, UPDATE to store funding information, within CLIN.

B-3 Enter Sub-CLIN. Sub-CLINs are the priced part of an informational CLIN. Highlight the CLIN to which the Sub-CLIN is being added.

- a. Item (21). Select Line Item Menu, New, Sub-CLIN.
- b. return to paragraph B-2g.

NOTE: Price only sub-CLINs..

Note: Procedure for entering CLINs and Sub-CLINs are repeated until the request is complete. Save requests after all information is entered. (FILE menu, SAVE).

B-4. Adding Attachments (if required). Insert purchase request into a MS Word 97 document, prior to adding an attachment. If you are using Office 2000, you still must save the document in office 97 format in order to view using PD2.

- a. From main window, highlight request, select PURCHASE REQUEST, OPEN.
- b. From opened request, select FILE, ATTACHMENTS.
- c. File attachment window, select ADD.
- d. Enter descriptive name for attachment file.
- e. Enter detailed description about file being attached.
- f. Select "SELECT FILE". This opens Internet Explorer allowing to select file for attachment.
- g. Save updated Purchase request.

B-5. Routing Purchase requests. Creators route requests through your approval chain prior to sending to the Contracting Office.

a. Select Purchase request in which to route. (From opened request: select FILE, ROUTE. From closed request: Highlight request, select PURCHASE REQUEST, ROUTE).

b. Move personnel, to route through, into the member window. (**NOTE:** Order in which added is order of approval). **Do not add personnel from the contracting office to your approval sheet unless required.**

c. Select Contracting Office to send Request to. (FT. SILL: SILL Prweb); FT. HUACHACA: HPRDKOH; FT. BLISS:

B-6. To Approve Purchase Requests using PRWeb.

a. Log into PRWeb account.

b. Enter IN-BOX to retrieve Purchase Request (click on plus sign of request).

c. Select PURCHASE REQUEST, VIEW SUMMARY. Review Request.

d. Print copy of report, if needed, to retain for personal records.

e. Select FILE, ROUTE to approve/disapprove request.

f. Select type of action (approve, disapprove or Contingent).

g. Enter any comments needed for request.

h. Select OK to transmit to next person or return to creator.

B-7. Determining the location and the approval status of a purchase request that has not been sent to PD2.

a. Check approval status of purchase requests.

b. Log into PRWeb account.

c. Highlight Request of which you want to check the status. Select Purchase Request / View Approval History.

(1) Window displays:

(a) Originator.

(b) Date of action at that account.

(c) Account action status (on request at that account).

(d) Comments by account holder.

(2) First account that does not have a date or action is the account where the request is located and is waiting on action.

B-8. Determining status of Request sent to PD2.

a. Log into PRWeb account.

b. Select Purchase Request / PR Status Report.

c. Enter search criteria, begin date, end date, type of search, and where search to be conducted. (Make search criteria as narrow as possible)

d. After search is complete, click on plus sign next to Query Result on PR Status Report window.

(1) Results display all request that meet criteria.

(2) Highlight request.

(a) Displays requestor

(b) PD2 Owner (contracting personnel working account)

(c) Information pertaining to account request.

B-9. Determining location of Requests.

a. Log into PRWeb account.

b. Select Purchase Request / Standard Reports.

(1) Select type of report desired.

(2) Each type of report allows for different search parameters (i.e., Begin / End date and Originator. Double click on criteria, enter detailed criteria and click ENTER button to change.)

(3) Select type of sorting display desired.

(4) Click OK button.

(5) Window will display.

(a) Creation date.

(b) Originator of Request.

(c) PR Number of Request.

(d) Description of Request.

(e) Location (where Purchase is located).

(f) Status of Request. If request has been approved in PD2, if on solicitation, the solicitation number will show, if awarded, the award number, vendor, and amount of award will be shown.

The screenshot shows a Java applet window titled "Purchase Request - New". The window has a menu bar with "File" and "Line Item". The main content area is divided into several sections:

- Purchase Request Section:** Contains fields for "Description" (1), "Purchase Request Number" (2), "Requisition Date" (12-Jul-2001), "DPAS Priority Rating" (3), and "Priority" (4).
- Main Form Section:** A tabbed interface with tabs for "Main Form", "Line Item", "Contracts", and "Add'l Data". The "Main Form" tab is active.
- Requesting Office (5):** A dropdown menu showing "DRM", "SEE SCHEDULE OF SUPPLIES/SERVICES OR DESCRIPTION", and "FORT SILL, OK 73503".
- Issuing Office (6):** A text field containing "DIRECTORATE OF CONTRACTING", "PO BOX 33501", and "FT SILL, OK 73503-0501".
- Suggested Vendor(s) (7):** A text field with an "Add..." button.
- Type of Action (8):** A group of radio buttons including "Small Purchase" (selected), "Competed Contract", "Non-Competed Contract", "Manufacturer Sole Source", "Delivery Order", "Task Order", "Grants/Coops Agreement", "Sealed Bid", "FSS/GSA Schedule", "Commercial", and "NIB / NISH / FPI".
- Comments (9):** A large text area for entering comments.

At the bottom of the window, there is a status bar that reads "Warning: Applet Window".

Figure B-1

Figure B-1

The screenshot shows a Java applet window titled "Purchase Request - New". The window has a menu bar with "File" and "Line Item". The main content area is divided into several sections. At the top left, there is a "Purchase Request" label. To its right are four input fields: "Description" (callout 1), "Purchase Request Number" (callout 2), "Requisition Date" (containing "12-Jul-2001", callout 3), and "DPAS Priority Rating" (callout 4). Below these fields are four tabs: "Main Form", "Line Item", "Contracts" (which is selected), and "Add'l Data". The "Contracts" tab contains a section titled "Suggested Contract Information" (callout 11). This section has two radio buttons: "Delivery Order" (selected) and "Modification". Below the radio buttons is a "Contract Number" field (callout 12) with a "Select..." button. At the bottom of this section is a "Suggested Preference Program" dropdown menu (callout 13). The window has a status bar at the bottom that says "Warning: Applet Window".

Purchase Request - New

File Line Item

Purchase Request

Description **1**

Purchase Request Number **2**

Requisition Date **3** 12-Jul-2001

DPAS Priority Rating **4**

Priority

Main Form Line Item **10** **14** Contracts Add'l Data

Suggested Contract Information **11**

☒ Delivery Order ☐ Modification

Contract Number **12** Select...

Suggested Preference Program **13**

Warning: Applet Window

Figure B-2

The screenshot shows a Java applet window titled "Purchase Request - New". The window has a menu bar with "File" and "Line Item". The main content area is divided into several sections:

- Purchase Request Section:** Contains a "Description" field (1), a "Purchase Request Number" field (2), a "Requisition Date" field (3) with the value "12-Jul-2001", a "DPAS Priority Rating" field (4), and a "Priority" field (5).
- Navigation Tabs:** "Main Form", "Line Item", "Contracts", and "Add'l Data".
- Additional Point of Contact (POC) Information:** A "Select..." button (6) and a large text area (15).
- Security Clearance Required:** A section (16) with four radio buttons: "Unclassified" (selected), "Secret", "Confidential", and "Top Secret".
- KD Notes:** A large text area for notes.

At the bottom of the window, a status bar displays the text "Warning: Applet Window".

Figure B-3

Purchase Request - New

File **Line Item** **21**

New **CLIN** **2**
Edit... SubCLIN
Copy...
Delete

Purchase Request Number **2**

Requisition Date **12-Jul-2001** **5** DPAS Priority Rating **4** Priority **4**

17 **14** **10**

Main Form **Line Item** Contracts Add'l Data

Total Funding: **18** Contract Level Funding **New...** **19**

** Values may be rounded for display purposes.*

Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost *
20					

Total Cost: **18**

Warning: Applet Window

Figure B-4

Line Item Detail - New

File Funding

Line Item Detail Number **22** Description **23**

0001

Detail **33** **35** **45**

Description Funding Shipping

Delivery Date: **24** (ADC) **25**

Start Date End Date **26**

Period of Performance:

CLIN Type: **27** ☒ Priced ☐ Info Only

Extended Description: **28**

Quantity Estimated Unit Price Estimated Line Item Cost

Item Calculation: **29** x =

Period: **30** ☐ Option ☒ Base Opt. #:

MILSTRIP: **31** Unit of Issue: **32**

Warning: Applet Window

Figure B-5

Line Item Detail - New

File Funding

Line Item Detail Number **22** Description **23**

0001

33 **35** **45**

Detail **Description** Funding Shipping

Manufacturer: **34**

Manufacturer: **a** Color: **i**

Part Number: **b** Size: **j**

Vendor Number: **c** SMIC: **k**

Prod./Cat. Number: **d** NSN: **l**

Drawing Number: **e** Project: **m**

Spec. Number: **f** FSC: **n**

Serial Number: **g** SIC: **o**

Piece Number: **h**

Model Number: **i**

Warning: Applet Window

Figure B-6

The screenshot shows a Java applet window titled "Line Item Detail - New". It has a menu bar with "File" and "Funding". The main area contains a "Line Item Detail" section with tabs for "Detail", "Description", "Funding", and "Shipping". The "Shipping" tab is selected. Within this tab, there are several input fields and buttons: "Address:" with a text box (callout 46) and a "Select..." button; "F.O.B.:" with a "Destination" dropdown menu; "Additional Markings:" with a large text box (callout 47); "Charge Shipping To:" with a text box (callout 48); "Shipping Mode:" with a text box (callout 50) and a "Select..." button; and "HAZMAT:" with a text box (callout 49). At the top of the "Shipping" tab, there are labels "Number" (callout 22) and "Description" (callout 23) above their respective input fields. The "Number" field contains "0001". Other callouts include 33, 35, 45, and 46 pointing to various UI elements.

Line Item Detail - New

File Funding

Line Item Detail

Number 22 Description 23

0001

33 35 45

Detail Description Funding Shipping

Address: 46

Select...

F.O.B.: Destination

Additional Markings: 47

48

Charge Shipping To:

HAZMAT:

Shipping Mode:

Select... 50

49

Warning: Applet Window

Figure B-7

51

Line Item Detail - New

File Funding 36

Line Item Detail 33

Number 22 0001

Description 23

35 45

Detail Description Funding Shipping

Funding Strip Funded At

Warning: Applet Window

Figure B-8

Funding Sources - New [X]

Funding Sources

Number: Description:

Total Estimated Cost:

37 40

Fund Strip

Funded Amount: Cost Code: Fund ACRN:

Job Order	Expiration Date	Quantity	Funded Amount	
				<input type="button" value="Add..."/> <input type="button" value="Edit..."/>

Total Quantity: Total Amount:

Warning: Applet Window

Figure B-9

APPENDIX C

PROCESSING UNAUTHORIZED COMMITMENTS

C-1. PROCEDURES.

a. The individual making the unauthorized commitment will forward to his/her commander or agency head (or senior staff officer designated for this purpose) documentation concerning the transaction, which will include--

(1) A statement signed by the individual describing the circumstances, why normal procurement procedures were not followed, what bona fide Government requirement necessitated the commitment, whether any benefit was received, its value, and any other pertinent facts.

(2) Other relevant documents including orders, invoices, or other documentary evidence of the transaction.

b. The commander or agency head will personally endorse the documentation described in a above. The endorsement will--

(1) Verify the accuracy and completeness of the documentation.

(2) Outline measures taken to prevent a recurrence of unauthorized commitments, including a description of any disciplinary action (to be) taken under DoD 5500.7-R, Joint Ethics Regulation, or other applicable authority.

(3) Provide a complete purchase description and funding document , PR&C through PRWeb for the purchase action. The funding document will include a statement that funds were available at the time the unauthorized commitment was made.

c. Forward the above documentation to the Director of Contracting who will assign the action to a contracting officer for processing. The responsible contracting officer will--

(1) Prepare a letter to the firm involved stating that an unauthorized commitment occurred, the item or service was provided by the firm without authorization by an individual authorized to enter into the agreement on behalf of the Government, and that this should not be repeated in the future.

(2) Review and determine the adequacy of facts, records, and documents furnished, and obtain any additional material required.

(3) Obtain an opinion from legal counsel as to whether the acquisition is ratifiable or whether the matter should be processed under FAR Part 50 and DFARS Part 250 (Public Law 85-804) or as a GAO claim, or recommend other appropriate disposition.

(4) Determine whether the price involved is considered fair and reasonable.

(5) Verify that sufficient funds are available to pay for the acquisition and were available at the time the unauthorized commitment was made.

(6) Prepare a summary statement of facts, addressing the foregoing, to include a recommendation as to whether the transaction should be ratified, and stating reasons. Advice against ratification will include a recommendation as to whether the matter needs to be processed under FAR Part 50 and DFARS Part 250 (Public Law 85-804), or as a GAO claim, or in some other appropriate way.

d. Upon receipt and review of the complete file, the individual responsible for approving the ratification may approve the ratification, if the individual deems it in the best interest of the Government, or direct other disposition, as appropriate. DOC will process for payment acquisitions that have been approved for ratification.

e. The installation commander will endorse ratification actions in excess of \$100,000, before forwarding to TRADOC.

APPENDIX D

HEALTH SERVICES REVIEW PROCEDURE

D-1. PURPOSE. To incorporate provisions for health and environmental considerations consistent with public law, Army regulations, and any other applicable regulatory requirements in solicitations prepared by DOC.

D-2. SCOPE. MEDDAC, Preventive Medicine will review solicitations, prepared by DOC, that have an environmental health or occupational health impact. Such solicitations include, but are not limited to, supplies and services acquired by contractual action for--

- a. Solid waste collection and disposal (to include hazardous materials).
- b. Food service to include kitchen police (KP) services.
- c. Installation housing.
- d. Medical treatment facility services.
- e. Potable water and supply systems.
- f. Waste water disposal and treatment systems.
- g. Air pollution control.
- h. Noise control.
- i. Air conditioning and ventilation.
- j. Pest control and pesticide use.
- k. Child care facilities.
- l. Swimming pools.
- m. Petroleum products storage and use.
- n. Renovation/construction of all buildings.
- o. Hazardous waste/material.

D-3. POLICIES.

- a. The Directorate of Contracting retains overall authority and responsibility for the

development and administration of contracts. Incorporation of environmental health and occupational health aspects remain the requiring activity's responsibility, as part of the contract development process.

b. MEDDAC, Preventive Medicine will provide technical preventive medical advice, as requested.

c. MEDDAC, Preventive Medicine will review those projects that have an environmental health or occupational health consideration IAW procedures herein.

D-4. RESPONSIBILITIES.

a. Preventive Medicine will--

(1) Review proposed projects to determine the potential for environmental and occupational health impact. Advise the requiring activity of those projects that have such impact. Review performance work statements/specifications for those projects having environmental and occupational health impact and recommend changes. Preventive Medicine will provide results of the review to the requesting activity. Change performance work statements and specifications, accordingly.

(2) Participate, as appropriate, in concept meetings, prework meetings and project inspections, once an environmental health or occupational health impact has been determined.

(3) Provide review and comments to the requesting activity, in a timely manner. Clearly define comments as either required or recommended. The comments will include alternative corrective actions.

(4) Inform the contracting officer or project inspector, in writing, when applicable, of deficiencies found during inspections. Perform periodic inspections of services as required by AR 40-5 or HSC Pam 40-3.

(5) Inform DOC, in a timely manner, which contracted services require Preventive Medicine review, so that a thorough medical technical review can be conducted, that is compatible with the project development price and schedule.

b. Requesting activity will--

(1) Furnish Preventive Medicine, at the beginning of the fiscal year, a list of proposed projects to determine whether any have environmental health or occupational health impact. Preventive Medicine will advise the requiring activity of those projects that have such impact. A statement will accompany the PR&C, submitted to DOC, that indicates either the project has been reviewed by Preventive Medicine or a review was not necessary.

(2) Provide information to Preventive Medicine in a timely manner so that a thorough medical technical review can be conducted, that is compatible with the project development price and schedule.

c. Directorate of Contracting will--

(1) Require Preventive Medicine coordination for requirements stated in D-2.

(2) Invite Preventive Medicine to participate in appropriate preaward conferences, concept meetings, review sessions, prework meetings, and inspections of on-going work, when it has been determined that an environmental health/occupational health consideration exists.

(3) Provide Preventive Medicine with the name, phone number, and location of the COR or project inspector, for contracted services, which require preventive medicine surveillance, as evidenced by the performance work statement/specifications and subsequent review prior to submission to DOC.

(4) Implement recommendations, from Preventive Medicine, to correct deficiencies noted during surveillance.

APPENDIX E

INSTRUCTIONS FOR USING STANDARD FORM 44

E-1. REFERENCES.

- a. Federal Acquisition Regulation (FAR) 13.306.
- b. Defense FAR Supplement (DFARS) 213.505-3.
- c. Army FAR Supplement (AFARS) 1.602-2-91.
- d. Army FAR Supplement (AFARS) 13.505-3.
- e. USAFACFS Regulation 725-1, Chapter 7, Section III.

E-2. GENERAL.

a. Standard Form 44 (Purchase Order-Invoice-Voucher) is designed, primarily, for over-the-counter purchases, by authorized individuals, who are away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, supplier's invoice, and public voucher. Its use is determined more economical and efficient than other simplified acquisition procedures.

b. Since no written terms and conditions are included thereon, the Standard Form 44 is authorized for use only when no other simplified acquisition method is considered more suitable and when the following conditions are satisfied:

(1) The amount of the purchase is at or below the micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of contingency operations.

(2) Supplies or services are immediately available.

(3) One delivery and one payment will be made.

(4) Its use is determined to be more economical and efficient than use of other simplified acquisition procedures.

c. The only personnel authorized to use the Standard Form 44 are Army aviators, ordering officers appointed by the Director of Contracting, and Army contracting officers.

E-3. UNIT RESPONSIBILITIES.

a. Appointment of Ordering Officers. The unit shall submit to the Director of Contracting, the name, rank, and unit of the individual appointed as an ordering officer.

Factors to consider for appointment are experience, training, education, business acumen, judgment, reputation, and ethics. Individuals appointed as ordering officers are required to read DoD 5500.7-R, Joint Ethics Regulation (JER), semiannually. Keep a statement, to that effect, on file at the unit and at DOC.

b. Review of the Standard Form 44. The unit will review the Standard Form 44 for appropriate funds, authority for local purchase, and limitations or restrictions as to the types of items being procured and their monetary amount.

E-4. ORDERING OFFICER RESPONSIBILITIES.

a. Execution of the Standard Form 44. Ordering officers will--

(1) Complete the Standard Form 44s properly in accordance with E-2a and b above.

(2) Ensure competition is obtained to the greatest extent possible.

(3) Rotate purchases among qualified suppliers, within the area, and maintain evidence of such rotation.

(4) Not split purchases to avoid the monetary limitation specified in the individual appointment letter.

b. Preparation of the Standard Form 44. Ordering officers will prepare the Standard Form 44 in the following manner.

(1) Date of Order. The Standard Form 44 is used as a one-delivery, one-payment method; therefore, the date of order, the date received, and the date the vendor sold the item must be the same date.

(2) Order Number. When determined necessary, DOC will provide a series of order numbers to the ordering officer for use in this block. Otherwise, the ordering officer will telephonically obtain an order number from the Director of Contracting (580)442-6162 or DSN 639-6162.

(3) Discount Terms. Show the discount terms must be shown; otherwise, annotate the word "net" in this block.

(4) Ordered By. Enter the name of the ordering officer and the words "Ordering Officer" after his/her name. Sign your name.

(5) Purpose & Accounting Data. By signing the form, you certify funds are available.

(6) Received By. The person signing here must be someone other than the ordering officer.

(7) Date Received. This date should be the same as the date of order.

(8) Seller and Date. This block requires the seller's signature. This date should be the same as the date of order and the date received.

(9) The remaining blocks are self-explanatory.

c. Distribution of the Standard Form 44.

(1) Ordering officers, who use the DFAS Lawton-Fort Sill Operation Location, will distribute the Standard Form 44 as follows.

(a) Copy 1. Forward to DFAS.

(b) Copy 2. Give to seller for use as the invoice or as an attachment to the seller's invoice.

(c) Copy 3. On over-the-counter transactions where delivery has been made, complete the receiving report section and forward this copy to DOC. On other than completed over-the-counter transactions, forward this copy to location specified for delivery. After delivery, complete the receiving report section and forward to DOC.

(d) Copy 4. Retain for the unit.

(2) Ordering officers, who use a paying office other than at Fort Sill, will distribute the Standard Form 44 in the same manner as above except that the ordering officer will instruct the seller to forward his/her invoice to the appropriate paying office.

E-5. DIRECTORATE OF CONTRACTING RESPONSIBILITIES. The Director of Contracting will--

a. Appoint ordering officers in accordance with AFARS 1.602-2-91.

b. Inspect ordering officer procedures, on an annual basis, in accordance with AFARS 1.602-2-91(c)(2).

c. Provide a block of order numbers to the respective ordering officers when deemed necessary.

E-6. PROCUREMENTS IN EXCESS OF MONETARY LIMITATION. If a procurement is over the designated threshold, in the individual's appointment letter, execute a Purchase Request and Commitment, through appropriate channels.

E-7. EMERGENCY PROCUREMENTS. If there is an emergency procurement, contact the Director of Contracting during duty hours at DSN 639-6162 or commercial

(580) 442-6162 or after duty hours call the Field Officer of the Day at (580) 442-4912.

APPENDIX F

ACQUISITION LEADTIME STANDARDS

These standards do not apply to the annual recurring contracts listed in appendix G.

Simplified acquisition under \$2,500	10 days
Simplified acquisition from \$2,500 to \$100,000	30 days
Sealed Bidding - Over \$100,000	**90 days
Negotiated - Over \$100,000	120 days

**This time does not include contract startup time, which varies, based upon contract requirements. Add contract startup time to lead time.

ADDITIVES.

- + 15 days, when a service contract.
- + 20 days, when sole source approval is required.
- + 20 days on solicitations, which require PARC review.
- + 45 days, when DCAA audit is required.
- + 60 days, for a review of technical proposals.

NOTES.

1. Requirements over \$10,000 that will result in contracts, are offered to the Small Business Administration (SBA) for consideration. Negotiate the requirement when SBA request the requirement. Add a minimum of 2 weeks to the above lead times, for planning purposes, to allow for acceptance or rejection of a requirement by the SBA.
2. On solicitations, requiring security clearances, the contractor and contractor personnel must be cleared for specific clearance. The time required to obtain interim security clearance is approximately 30 days and 6 months for final clearance. Therefore, add a minimum of 90 days to normal leadtime standards.
3. Allow an additional 30 days for processing, on any requirement submitted for commercial activities.
4. Lead times set forth above are based upon receipt of acceptable specifications/performance work statements (PWS). See appendix H for PWS format. Deficiencies in the specifications/PWS result in increased leadtime.

5. These are average lead times and will vary based on the complexity of the requirement.

APPENDIX G

ADVANCED ACQUISITION PLAN

G-1. CONTRACTS CONDITIONED UPON THE AVAILABILITY OF FUNDS.

Supply/Service	Date Contract Expires	Date to DOC(n ew sol.) *	Date to DOC (exercise of option)**	Next Contract Period
Aircraft Maintenance & Refueling/Defueling	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Cleaning Grease Traps	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
DFA/Cook Services	30 Sep	1 Mar	1 Jun	1 Oct-30 Sep
Wearing Apparel (CIIP, CIF)	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Educational Support	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
DOL Base Operations	30 Sep	1 Mar	1 Jun	1 Oct-30 Sep
Civilian Enterprise	9 Jun	1 Dec	1 Feb	10 Jun-9 Jun
Unofficial Post Guide	14 Feb	15 Aug	15 Oct	15 Feb-14 Feb
Copier	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Cleaning Grease Exhaust Systems	30 Sep	1 Jul	1 Jun	1 Oct-30 Sep
Custodial Services R&U/Fort Sill	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Elevator Maintenance	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Maint/Repair of X-Ray Equipment	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Maint/Repair of Anesthesia Equipment	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Maintenance of Heating/Air Conditioning Eq/Fam Qtrs.	30 Sep	1 Feb	1 Jun	1 Oct-30 Sep
Maint. of Electronic Private Automatic Branch Exchange (EPABX)	31 Oct	1 May	1 Jun	1 Nov-31 Oct
Collection of Refuse/Fort Sill	30 Sep	1 Feb	1 Jun	1 Oct-30 Sep

G-2. REQUIREMENTS CONTRACTS.

Supply/Service	Date Contract Expires	Date to DOC(n ew sol.) *	Date to DOC (exercise of option) **	Next Contract Period
Dry Powdered Alum	31 Jan	1 Oct	NA	1 Feb-31 Jan
Aggregate Products	30 Sep	1 Apr	NA	1 Oct-30 Sep
Organizational Bulk Laundry &	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep

USAFACFS Reg 715-1, 12 December 2001

Dry Cleaning				
Hospital Laundry	30 Sep	1 Apr	1 Jun	1 Oct-30 Sep
Packing & Crating	31 Dec	1 Jul	1 Sep	1 Jan-31 Dec
Beverage Base	28 Feb	1 Sep	1 Nov	1 Mar-28 Feb
Pastries	31 Jul	1 Feb	1 Apr	1 Aug-31 Jul

* On this date, the activity submits a complete procurement package (e.g., purchase request, work statement, IGE, etc.) to DOC on new solicitations. If the activity intends to exercise an option on an existing contract, the activity will submit a memorandum to DOC, indicating the activity's intent to exercise the option. The memorandum should include the activity's rationale for exercising the option, addressing such factors as satisfaction with the contractor's performance, verifying that there are no anticipated major changes in the contract's scope of work, and that there are no known significant changes in the market place affecting the contract.

** On this date, the activity submits to DOC, the purchase request, IGE, any changes to the work statement, and any other pertinent information for exercising the option period.

APPENDIX H

FORMAT FOR PERFORMANCE WORK STATEMENT

H-1. Use the following format, based on chapter 3 of OFPP Pamphlet Number 4, for noncommercial item service contracts. Structure all aspects of the performance work statement around the purpose of the work to be performed. State in precise clear terms, using concise wording.

a. Format.

(1) C.1. General. This section provides a broad overview of the Performance Work Statement (PWS). Information pertaining to the following should be incorporated in this section, as applicable.

(2) C.1.1. Scope of Work. This should be a brief description of the work required by the PWS.

(3) C.1.2. Background Information. Include any background information that will give the contractor a better perspective of the requirement.

(4) C.1.3. Personnel. This section should contain any requirements for key personnel and their qualifications, minimum manning requirements and project managers.

(5) C.1.4. Security of Classified Items and Information. Include any requirements for security clearances. (Note that this does not pertain to physical security.)

(6) C.1.5. Contingencies. State the contractor's responsibility toward contingent requirements to cover mobilization and disaster relief.

(7) C.1.6. Quality Control. State clearly the contractor's responsibility for quality control.

(8) C.1.7. Operating Hours. Specify the hours during which the contractor is expected to provide the required services.

(9) C.1.8. Management Plan. State any requirement for the contractor to submit a management plan, to the Government.

(10) C.1.9. Access to Facilities. Advise the contractor who is authorized access to facilities designated for contractor use, when access is authorized, and how this may impact upon his performance.

(11) C.1.10. Safety. Advise the contractor of his/her responsibility, in the area of safety, to include any requirement for a safety plan.

(12) C.1.11. Conservation of Utilities. Advise the contractor of his/her responsibilities, in the area of utilities conservation, to include any requirement for a plan or program.

(13) C.1.12. Physical Security/Key Control. Advise the contractor of his/her responsibility toward the physical security, of facilities, provided for his use, to include key control.

(14) C.1.13. Warranty Repair. Specify the procedures the contractor is to use to obtain repair of any equipment still under warranty.

NOTE: Any other information that would not properly fall under any of the other sections, yet not specifically mentioned elsewhere, should be included as general information, under section C.1.

(15) C.2. Definitions/Acronyms. Define all special words and phrases used in the PWS.

(16) C.3. Government-Furnished Property and Services. Include information on all of the following, to be provided, by the Government, to the contractor: Facilities, utilities, Equipment, Materials, Services (including those provided under another contract), and Information. If these lists are lengthy, make them into a technical exhibit and refer the reader to the exhibit here. The procurement package will identify the following--

(a) The Government-furnished property by nomenclature, size, make, model, ID/serial number, and quantity

(b) When the equipment will be available

(c) Age

(d) Condition of equipment

(e) Acquisition value

(17) C.4. Contractor-Furnished Items. Here, you may list what the contractor must furnish; however, be sure to include a statement to the effect that the contractor must provide everything else necessary to complete the contract, except what is specified as Government-furnished in section C.3.

(18) C.5. Specific Tasks. List in logical sequence, the tasks to be performed, by the contractor. Include a general statement that the tasks will be performed in such a manner as to conform to the standards stated in the Performance Requirements Summary, Technical Exhibit ____.

(19) C.6 Applicable Documents. List documents that are applicable to the contract effort (e.g., specifications, technical orders, regulations, manuals). State whether they are advisory or mandatory in nature. Tailor the documents you list. Advise the contractor where he/she may obtain these documents.

b. Technical Exhibits (TE). List the attached technical exhibits by number and title. Technical exhibits should consist of information that is too lengthy to incorporate into the body of the PWS. The following are examples of information that may be included in technical exhibits.

(1) TE-1 Performance Requirements Summary. This is best displayed in chart form, with columns showing performance indicators, standards, acceptable quality levels (AQLs), method of surveillance, and amount to be deducted from the monthly invoice for noncompliance. This exhibit should also explain the use of MIL-STD-105E, if applicable, and the use of the deduct formula. Give simple examples of both, using a specific task from the PWS.

(2) TE-2 Deliverables. List all records and reports that the contractor must deliver, under the contract. Include specific task paragraph, title, format, frequency, and number of copies, for distribution, to addressee.

(3) TE-3 Schedule of Services. (Estimated Frequencies/Workload). If services are specified, to be performed at certain frequencies, it is helpful to have the frequencies listed or charted. This exhibit should inform the contractor how often he/she is expected to perform the specific tasks.

(4) TE-4 Government-Furnished Property/Services. See Section C.3.

NOTE: Develop and provide a Quality Assurance Surveillance Plan (QASP) for information purposes, with each service contract. The QASP, including any attachment or exhibit thereto, will not be a part of the solicitation or contract. Conspicuously mark the QASP with a legend substantially as follows.

"FOR INFORMATION PURPOSES ONLY. This quality assurance surveillance plan is not a part of the solicitation nor will it be made part of any resulting contract. The Government reserves the right to change or modify inspection methods, frequencies, and acceptance levels at any time."

H-2. The format for the PWS, for a commercial item service contract, will contain any or all of the above elements necessary to describe the requirement. Omit the letter "C" from each paragraph number (e.g., 1.1.). Surveillance shall mirror commercial practices as revealed by market research.

APPENDIX I

MARKET RESEARCH

I-1. The Federal Acquisition Streamlining Act of 1994 established a preference, for acquisition of commercial items, to satisfy the needs of the Government. Title 10 U.S. Code, Section 2377 specifically requires the agency head to conduct market research to describe agency needs, develop an overall acquisition strategy, and identify the terms, conditions, and practices appropriate for the item/services being acquired. The FAR requires agencies to conduct market research at the earliest stages, in the acquisition process. Agencies should conduct market research to determine the following.

a. If sources capable of satisfying the government's requirements are available in the market place.

b. If commercial items are available to meet requirements; or could be modified to meet requirements; or could meet requirements, if the requirements are modified to a reasonable extent.

c. If commercial items are not available, are nondevelopmental items available--

(1) To meet requirements.

(2) Could be modified to meet requirements.

(3) Could meet requirements, if the requirements are modified to a reasonable extent.

d. To what extent could commercial items or nondevelopmental items be incorporated, at the component level.

e. What are the customary industry terms and conditions regarding--

(1) Warranties.

(2) Acceptance.

(3) Inspection.

(4) Buyer financing.

(5) Maintenance support.

(6) Packaging and marking.

(7) Pricing.

(8) Customizing, modifying, or tailoring practices.

(9) Discounts.

(10) Laws and regulations unique to the item.

f. What is the extent of the competitive environment, including--

(1) Level of market competition.

(2) Sources potentially capable of satisfying requirements.

(3) The amount of competitive pressures on--

(a) Price.

(b) Quality.

(c) Product features.

(d) Speed of technological improvements.

(e) Energy efficiency.

(f) Service.

(g) Support.

g. What are the environmental concerns regarding--

(1) Extent of recovered materials, used in market products.

(2) Efficiency standards, in the marketplace.

I-2. Address the ability and willingness of small business to compete for the requirement.

I-3. When conducting market research do not discuss the following with industry representatives.

a. Subject matter you know will require contractor assistance and a valid need and funding source has been identified.

b. Information that will give advance notice of a particular requirement. This information should be released to industry, simultaneously, if possible, to prohibit giving

any one source an unfair competitive advantage.

APPENDIX J

SOLE SOURCE ACQUISITION JUSTIFICATION

J-1. Since it is fundamental acquisition law and policy that acquisitions be conducted on a competitive basis, to the maximum extent practicable, agencies must justify determinations to acquire on a sole source basis. The General Accounting Office (GAO) has repeatedly stated that the use of sole source negotiations mandates the need for adequate documentation.

J-2. The recommendation for sole source acquisition will include the following.

a. With few exceptions as stated below, the recommendation must reflect that an effort has been made to locate alternate sources and describe the extent of such effort. If it can be shown, to the satisfaction of the contracting officer, that for reasons set forth below, it is physically impossible for any other contractor to perform the service or furnish the supplies, no such effort is necessary. Also, if it can be demonstrated otherwise, that national publications or symposia confirm a particular contractor has a demonstrated state-of-the-art (or item) lead, which renders it a sole source, the need for any additional search effort is obviated.

b. The justification must state why only sole source can meet the Government's minimum needs. These statements cannot be self-serving. Support any conclusions by facts.

c. Address, in your recommendation, what attempts you will make, to foster future competition, in this area.

J-3. Sole source acquisitions may be improper in the following circumstances.

a. Administrative Delay. Time alone is an invalid reason, for noncompetitive acquisition, if the Government unreasonably delayed the acquisition action, or was aware of the requirement early enough to obtain competition reasonably. However, if program approvals or funding are withheld from the requiring agency, until a point in time too late for competitive acquisition, the time factor can be a justifiable basis for sole source. State this clearly in the justification, with the specific facts set forth. Poor procurement planning does not support a sole source acquisition. In this regard, it is emphasized, that in many cases, requirements can be solicited for and negotiated prior to actual receipt of funds; therefore, a statement that funds were not available may not be valid in such cases. Consult with the Directorate of Contracting when funds are going to be delayed.

b. Superior Product. This is extremely difficult to justify. Both the superiority of the product and the need for the superiority must be shown, unequivocally, before this can be a valid basis for sole source.

c. Lower Price. The lowest price can be established only through competitive acquisition. Notwithstanding published prices, any contractor has the prerogative to sell its products at less than advertised prices.

d. Follow-on Supply Contract. This does not, of itself, confer sole source status on a contractor. The justification must be based on the contractor's vested knowledge, expertise, equipment, etc., the absence of which would render any other contractor incapable of meeting the required schedule. You must document such a justification. A simple statement that the product is needed, by a certain date, is inadequate. Explain why the Government must have it by that date and the consequences if that date is not met. If a contractor is shown to be a valid sole source, for reasons of time, no search for other sources need be conducted.

J-4. Sole source acquisitions are proper under the following circumstances.

a. Unique Product. Only one company can provide the sought-after items. This condition is usually based on the fact that the company has proprietary rights in the product being bought, or it has a unique product, which alone will satisfy the Government's minimum needs. However, unique does not mean desirable or nice-to-have. It means the only one. Support with facts as well as stating the inviolate need for that item.

b. Reacquisition Data. A suitable data package or adequate specifications for competition are not available. This normally occurs in follow-on development contracts. If it can be demonstrated, there is no need for a search for other sources.

c. Compatibility and Interchangeability. Only one company can provide an item that is compatible and interchangeable with existing equipment. However, you must establish the absolute need for compatibility and include, in the justification, an explanation of how it was determined that no other equipment is compatible or interchangeable.

d. Unique Qualifications. Only one company has the unique qualifications needed to perform the acquisition. This is a rare condition and must be based on either one-of-a-kind facilities, or personnel who have a provable advantage over all others. In these cases, you must support the conclusions by well-documented facts.

e. Time. Only one company can meet the required delivery schedule. As stated in J-3.d. above, the validity of the schedule and the impact of not meeting it must be shown. In other words, you must demonstrate that acquisition, from other than the sole source, would present unacceptable risks or delays to the Government. If this can be established, there is no need for a search for other sources.

J-5. In conclusion, sole source justifications must not contain self-serving statements. They must set forth concise facts about the following.

- a. What is being acquired.
- b. History of previous acquisitions of the item or service.
- c. The delivery schedule.
- d. The estimated cost.
- e. The status of the data package, if applicable.
- f. Why the recommended source is the only source, which can meet the Government's requirements on that particular acquisition. Do not elaborate on the contractor's merits unless the complimentary words establish posture as sole source (e.g., contractor's personnel built the only existing electromagnetic pulse simulators). Stay with provable facts.
- g. Exactly what actions were taken to determine if any other source could do the job. It is totally inadequate to merely state "no other company can perform the work."
- h. What the consequences, or impact, would be to the Government if the contract is not placed with a sole source of supply.
- i. Steps that are being taken to foster competitive acquisition in future purchases of the item or service.

APPENDIX K

DIRECTORATE OF CONTRACTING
U.S. DEPARTMENT OF THE ARMY
FORT SILL, OKLAHOMA

VENDOR DEMONSTRATION/PRODUCT DISPLAY/AGREEMENT

(insert the vendor's name), hereinafter referred to as the "vendor", is authorized to demonstrate (describe the product or service and name the agency receiving the demonstration).

LOCATION OF DEMONSTRATION AND PRODUCT DISPLAY

This demonstration and product display shall be presented to (name the agency and location/building number).

DATES AND DURATION OF DEMONSTRATION & PRODUCT/SERVICE DISPLAY

The vendor demonstration is scheduled to occur (date(s) and time); all necessary equipment and other materials shall be transported to and from the demonstration site by the vendor.

The parties to this document agree as follows:

1. The vendor shall demonstrate the capabilities of (state the product or service). The vendor personnel or personnel using vendor provided equipment will conduct the demonstration. The sole purpose of this product/service display is to demonstrate the aforementioned capabilities of (name of vendor). Government personnel will not endorse the vendor's product.

FOR SELECTED VENDOR DEMONSTRATIONS FOR MEDDAC, THE TERMS IN PARAGRAPH 2. APPLY IN LIEU OF THE TERMS IN PARAGRAPH 1., ABOVE.

2. The vendor agrees to allow trained MEDDAC personnel to use the product described herein for the above stated period, at no charge to the Government. Government personnel will not endorse the vendor's product and will use reasonable care when handling the product. ___Applicable___ Not Applicable

3. The Government will provide the vendor (describe any Government assets provided).

Vendors will have sole responsibility for furnishing all supplies, equipment, etc., necessary to accomplish the demonstration, display, or service. On occasion, it may be desirable to furnish certain supplies and/or equipment from Government assets to support vendor demonstrations. Do not furnish these supplies and/or equipment unless

approved by the proper Government authority. The vendor agrees to repair, replace, or fully reimburse the Government for any damage or loss incurred, while the supplies and/or equipment are in the vendor's possession or use.

4. The vendor demonstration and product display are conducted for the sole purpose of demonstrating product capabilities and not for fulfilling mission requirements for an interim time frame. The examination and demonstration of items or services will in no way expressed or implied, obligate the Government to purchase, or otherwise acquire, the items demonstrated or displayed. The Contracting Officer is the duly authorized representative of the Government for purposes of this agreement.

5. The Government assumes no cost or obligation, expressed or implied, for damage to, destruction of, or loss of, any vendor provided equipment or material used in the demonstration.

6. The vendor is responsible for all food, lodging, and transportation expenses incurred by their personnel as a result of this product demonstration.

7. In return for the opportunity to demonstrate the capabilities of (state the product or service), the vendor agrees not to file any claims against the U.S. Government, or otherwise seek any form of reimbursement for the use, or compensation for the loss, damage to, or destruction of the product displayed during this demonstration. The vendor agrees to release and hold harmless the United States, the Department of the Army, and all their employees and contractors from any and all claims or demands resulting from any loss, damage, death or injury, that may arise due to use of the vendor's product or service.

8. The Government is not bound nor obligated in any way to give any special consideration to the vendor on future contracts as a result of this demonstration.

VENDOR NAME: _____

BY: _____ Date: _____

(signature of vendor representative)

BY: _____ Date: _____
(agency name)

COORDINATION:

Staff Judge Advocate Review: (if required)

_____ Concur/Nonconcur:

(signature of SJA)

_____ Date:

(type or print name)

THE UNITED STATES OF AMERICA

By:

— (signature of Contracting Officer)

Date:

(type or print name of Contracting Officer)

APPENDIX L

NONAPPROPRIATED FUND ACQUISITION SUPPORT

L-1. Directorate of Contracting will accomplish nonappropriated fund (NAF) procurement actions that exceed the dollar limitation of the nonappropriated fund contracting officer. Thresholds are \$100,000 for supplies, services, and entertainment, and \$25,000 for construction.

L-2. Submit purchase requests for supplies and services, exceeding the dollar limitation of the NAF contracting officer, to DOC. The purchase request will include as a minimum:

- a. Description, model number, performance standards, and the Government's minimum salient characteristics required of the product or service.
- b. Estimated dollar value/cost.
- c. Instructions concerning packing, packaging, and preservation requirements.
- d. Desired delivery or performance date and method of shipment.
- e. Reference to the identifying number or symbol on an existing contract, if applicable.
- f. Signature of requestor.
- g. Signature of approval authority.
- h. A statement that funds are available, completed, by the fund custodian.

L-3. Have NAF contracting officer assign a purchase control number to each DA Form 4065-R (Army NAF Purchase Request) prior to forwarding the purchase request to DOC.

L-4. Show requirements having a fund limitation as "Not to Exceed" and the amount stated in the description block of DA Form 4065-R.

L-5. Ensure a minimum leadtime of 90 to 120 days for requirements not requiring wage rates.

L-6. Urgent/Priority Requirements. If shorter leadtimes are necessary to meet Government's needs, include justification, with purchase request, to support "priority" requirements. Lack of adequate prior acquisition planning will not suffice.

L-7. Sole Source Acquisitions. Include with purchase request sole source justification (see appendix J).

APPENDIX M

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROCEDURES

M-1. REFERENCES

- a. Federal Acquisition Regulation (FAR).
- b. ARMY FAR Supplement (AFARS) 13.90.
- c. U.S. Army Training and Doctrine Command, Standard Operating Procedure 97-1, International Merchant Purchase Authorization Card (IMPAC) Instructions
- d. Fort Sill, OK Government-Wide Commercial Purchase Card (IMPAC) Standard Operating Procedure.

M-2. GENERAL. USBank IMPAC Government-wide Commercial Purchase Card Program for GSA SmartPay Card provides commercial credit cards and associated services to military members and federal civilian employees to make official government purchases. IMPAC is an internationally accepted "VISA" credit card that allows a cardholder to make "micro-purchase" of supplies and services under an established delegation of authority issued by the Directorate of Contracting. A micro-purchase is a simplified acquisition of supplies and services equal to or less than \$2,500 (construction-\$2,000). The purpose of the program is to establish a more efficient, cost effective method of purchase and payment, and is not intended to circumvent or evade appropriate purchasing, supply, or payment procedures.

M-3. DIRECTORATE OF CONTRACTING.

- a. **DOC Responsibilities** .The Directorate of Contracting has the responsibility of implementation and program administration of the government-wide commercial purchase card (IMPAC) program at the installation level.
- b. The Directorate of Contracting Agency Program Coordinator (APC) serves as the focal point for all aspects of the program, and acts as the liaison between cardholder/approving official, the contractor "USBank" and the General Services Administration (GSA) and has the following responsibilities:
 - (1) To coordinate and assist organization to determine program participation requirements.
 - (2) To establish and maintain cardholder and approving official accounts, request issue of cards, destroy cards, and request termination of accounts.
 - (3) To provide Delegation of Authority to cardholders and approving officials by letter to the individual, stating specific authority, limitations, and duties, applicable to the

appointment.

- (4) To maintain a site log of account information and current points of contact.
- (5) To collect and analyze data and establish and review reports.
- (6) To develop and provide mandatory training for cardholders, approving officials, and other participants.
- (7) To develop and distribute installation program policy and procedures.
- (8) To audit program compliance, communicate noncompliance issues to participants, and assist in enforcing noncompliance measures.
- (9) To identify program expansion initiatives and enhancements to achieve agency objectives.
- (10) To assist and advise program participants on card usage, procurement issues, and problem resolution.

M-4. ORGANIZATION RESPONSIBILITIES.

- a. The organization will coordinate, with the Directorate of Contracting APC, to determine feasibility of program participation, participation requirements, and define organization requirements.
- b. Commanders/directors or their designees will identify and submit nominees within their organization to the Directorate of Contracting APC, to attend mandatory training, and to serve as approving officials and cardholders, coordinate with the organization resource manager to provide information to establish accounts, and define authorization parameters.

M-5. APPROVING OFFICIAL RESPONSIBILITIES. The approving official (AO) is the individual designated to receive and review the Billing Statement (a summary of all transaction information for each cardholder assigned to the Approving Official), authorize and certify payment to IMPAC Government Services, reconcile invoices, and identify and communicate discrepancies to organization program participants. The organization/unit/division approving official is responsible for the following:

- a. To complete mandatory training prior to appointment as approving official. Ensure potential cardholders, under his/her approving official authority, are submitted for mandatory training, and verify training is completed by the cardholders.
- b. To review each cardholder monthly Statement of Account, reconcile cardholder's Statement of Account to Approving Official Billing Statement, ensuring cardholder's purchase documentation is complete, and maintain records in accordance with agency

policy.

- c. To receive, reconcile, and certify approving official monthly billing.
- d. Forward statements to enable DFAS OPLOC to make payment, in the specified timeframe.
- e. To ensure cards issued under his/her approving official authority are properly utilized.
- f. To maintain records created under the IMPAC purchase card program, in accordance with agency policy.
- g. To audit a random sampling of cardholder purchases, on a by-annual basis, to determine organizational program policy compliance.

M-6. CARDHOLDER RESPONSIBILITIES. Cardholders are individual government employees issued IMPAC purchase cards and to whom procurement authority is delegated. Cardholders are responsible for using the card in accordance with procurement policy and guidance provided in training, and within the specific delegation of authority. Cardholders are responsible for the following.

- a. To complete mandatory training prior to card issue.
- b. To maintain card security, report lost or stolen card or suspected fraudulent use of card immediately.
- c. To maintain a transaction log and purchase documentation, in an automated transaction management program.
- d. To receive the monthly cardholder statement of account of itemized transactions that posted to cardholder IMPAC card, during the past billing cycle, review the Statement of Account for accuracy, reconcile the transaction log and purchase documentation to the statement of account, sign and forward to the approving official, for review, in the specified timeframe.

M-7. PURCHASE OF INFORMATION TECHNOLOGY. Procurement of information technology follows all property accountability, purchasing and financial procedures with added requirements to ensure investments in technology are approved from a central organization, on the installation, and are Year 2000 compliant. Authority for cardholders, outside the Directorate of Contracting, to purchase information technology with the IMPAC purchase card are jointly decided by the Directorate of Contracting and the Directorate of Information Management. Directorate of Information Management has established policy and procedure for these purchases by two methods: (1) purchase at the activity level with Directorate of Information Management approval of the purchase, and (2) purchase after completing a "Memorandum of Agreement," using

a preapproved list with a IMPAC card, specifically issued for, and restricted to information technology.

M-8. ACCOMMODATION CHECKS. Purchase card convenience checks or "Accommodation Checks" are provided through the current government-wide commercial purchase card contract, as an enhancement to the purchase card program, and are established as a cardless account, separate from purchase card accounts, in the program. The checks are locally issued, as an alternative, to imprest fund cash in those instances where use of the purchase and travel cards cannot satisfy the requirement. Do not use the accommodation check in lieu of the IMPAC card. The checkbook capability is limited to the Directorate of Contracting. One named individual at the Directorate of Contracting is designated as the accommodation check custodian, and has the authority to sign and issue convenience checks, in support of installation activities. The accommodation check custodian is an individual other than the individual responsible for originating, approving, or processing the requirement. Accommodation check accounts are subject to quarterly audits, on an unannounced basis, by an officer or equivalent DoD civilian employee, who is independent of the office maintaining the account.

(ATZR-Q)

FOR THE COMMANDER:



ROBERT A. CLINE
COL, FA
Chief of Staff

PHYLLIS R. HEARN
Director of Information
Management

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Fort Sill Internet